

**WORK WEEK AMENDMENTS**

2013 GENERAL SESSION

STATE OF UTAH

**Chief Sponsor: Aaron Osmond**

House Sponsor: Jim Bird

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**LONG TITLE**

**General Description:**

This bill amends Title 67, Chapter 25, General Requirements for State Officers and Employees, regarding the state agency work week.

**Highlighted Provisions:**

This bill:

- ▶ subject to certain exceptions and requirements, allows a state agency to provide a service online or by telephone;
- ▶ reduces the hours per day that a state agency with fewer than five employees is required to provide a service;
- ▶ subject to certain exceptions, repeals the requirement that a state agency have at least one physical location in operation Monday through Friday; and
- ▶ imposes other requirements relating to the provision of a service by a state agency.

**Money Appropriated in this Bill:**

None

**Other Special Clauses:**

None

**Utah Code Sections Affected:**

AMENDS:

**67-25-201**, as enacted by Laws of Utah 2011, Chapter 442

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*Be it enacted by the Legislature of the state of Utah:*

Section 1. Section **67-25-201** is amended to read:

30 **67-25-201. State agency work week.**

31 ~~[(1) Except for a legal holiday established under Section 63G-1-301, a state agency~~  
32 ~~shall operate at least one physical location, and as many physical locations necessary;]~~

33 (1) Except as provided in Subsection (2), and subject to Subsection (3):

34 (a) a state agency with five or more employees shall, at least nine hours [a] per day on  
35 Monday, Tuesday, Wednesday, Thursday, and Friday to provide a service required by statute to  
36 another entity of the state, a political subdivision, or the public[-]:

37 (i) in person;

38 (ii) online; or

39 (iii) by telephone; and

40 (b) a state agency with fewer than five employees shall, at least eight hours per day on  
41 Monday, Tuesday, Wednesday, Thursday, and Friday, provide a service required by statute to  
42 another entity of the state, a political subdivision, or the public:

43 (i) in person;

44 (ii) online; or

45 (iii) by telephone.

46 (2) (a) Subsection (1) does not require a state agency to operate a physical location, or  
47 provide a service, on a holiday established under Section 63G-1-301.

48 (b) Except for a legal holiday established under Section 63G-1-301, the following state  
49 agencies shall operate at least one physical location, and as many physical locations as  
50 necessary, at least nine hours per day on Monday, Tuesday, Wednesday, Thursday, and Friday  
51 to provide a service required by statute to another entity of the state, a political subdivision, or  
52 the public:

53 (i) the Department of Technology Services, created in Section 63F-1-103;

54 (ii) the Division of Child and Family Services, created in Section 62A-4a-103; and

55 (iii) the Office of Guardian Ad Litem, created in Section 78A-6-901.

56 (3) A state agency shall make staff available, as necessary, to provide:

57 (a) services incidental to a court or administrative proceeding, during the hours of

58 operation of a court or administrative body, including:

59 (i) testifying;

60 (ii) the production of records or evidence; and

61 (iii) other services normally available to a court or administrative body;

62 (b) security services; and

63 (c) emergency services.

64 ~~[(2)]~~ (4) This section does not limit the days or hours a state agency may operate.

65 ~~[(3)]~~ (5) To provide a service as required by Subsection (1), the chief administrative  
66 officer of a state agency may determine:

67 (a) the number of physical locations, if any are required by this section, operating each  
68 day;

69 (b) the daily hours of operation~~[-as required by Subsection (1), of each]~~ of a physical  
70 location;

71 (c) the number of state agency employees who work per day; and

72 (d) the hours a state agency employee works per day.

73 (6) To provide a service as required by Subsection (2)(b), the chief administrative  
74 officer of a state agency, or a person otherwise designated by law, may determine:

75 (a) the number of physical locations operating each day;

76 (b) the daily hours of operation, as required by Subsection (2)(b), of each physical  
77 location;

78 (c) the number of state agency employees who work per day; and

79 (d) the hours a state agency employee works per day.

80 (7) A state agency shall:

81 (a) provide information, accessible from a conspicuous link on the home page of the  
82 state agency's website, on a method that a person may use to schedule an in-person meeting  
83 with a representative of the state agency; and

84 (b) except as provided in Subsection (8), as soon as reasonably possible:

85 (i) contact a person who makes a request for an in-person meeting; and

86            (ii) when appropriate, schedule and hold an in-person meeting with the person that  
87 requests an in-person meeting.

88            (8) A state agency is not required to comply with Subsection (7)(b) to the extent that  
89 the contact or meeting:

90            (a) would constitute a conflict of interest;

91            (b) would conflict or interfere with a procurement governed by Title 63G, Chapter 6a,  
92 Utah Procurement Code;

93            (c) would violate an ethical requirement of the state agency or an employee of the state  
94 agency; or

95            (d) would constitute a violation of law.